

Printing a Timecard

The screenshot shows the 'Timecard' application window. At the top, it displays 'Loaded: 13:35', 'Name & ID: TRAIN1, MANAGER', and a dropdown for 'Time Period: Previous Pay Period'. Below this is a table with columns: Save, Actions, Punch, Amount, Comment, and Approvals. The 'Actions' column is expanded, showing a menu with options: Refresh, Calculate Totals, Print.. (highlighted), and Print Screen... The table below the menu has columns: Amount, In, Transfer, and Out.

Save	Actions	Punch	Amount	Comment	Approvals	
	Refresh		Amount	In	Transfer	Out
	Calculate Totals					
	Print..					
	Print Screen...					

- Display the employee's timecard
- Select the Actions tab.
- To print the entire timecard, select **Print**.
- To print only the current page on your screen, select **Print Screen**.
- A dialog box will appear to allow you to select a printer, change the page set-up, preview, and print.

